



Instructions for submitting an oral history to Voices of the Golden State

Last updated May 10, 2021
Prepared by project lead Allison Tracy-Taylor
Contact: caoralhistory@library.ca.gov

Welcome!

Thank you for contributing oral histories to Voices of the Golden State! The following instructions will walk you through how to post an interview onto the site. The submission portal is designed for one interview submission at a time, but you can contribute as many interviews as you would like at your convenience. All submissions will be reviewed by project staff before they are published to the site. In some instances, the interview will be published immediately after it is reviewed, and in others it will be published at a later date. Project staff will reach out if this is the case, or if any additional information is needed.

There are two methods contributors can use to provide users access to interview materials on Voices of the Golden State. First, the site can host use copies of transcripts, audio, and video. Transcripts are submitted directly by contributors through the submission portal. Audio or video files are submitted by contributors to project staff via OneDrive. Project staff will then embed the files into the individual interview page (instructions describing this are included on page 10). Second, contributors can link to content already hosted online. Links are submitted by contributors through the submission portal. Even if your content is available online, please consider submitting use copies to Voices. Use copies will allow the site to provide a more consistent user experience and will help keep the site functional longer.

Register for a Contributor Account

To start, register for a Contributor Account. [The form needed to request a Contributor Account can be found on the Register page](#). Your request will be reviewed by project staff and when approved, a confirmation email with login instructions will be sent. Please note, you will be asked to setup two-factor authentication for your account. There is a limited window of time to do so before the account is locked, so it is recommended you set up two-factor authentication as soon as your account is approved. Once it is setup, you will then be prompted to provide a confirmation code each time you login. This code will be sent to the email associated with the Contributor Account. [You can access the login portal on the Contributors page](#). Once logged in, you can begin to submit interviews. If you have any questions about Contributor Accounts, run into problems registering for one, or if you miss the window to setup two-factor authentication, please email project staff at caoralhistory@library.ca.gov.

Evaluating Interviews

The following questions are intended to assist you in evaluating the interview(s) you are considering for submission. The answers to some questions may disqualify the interview (for example, if the language of your release form does not allow the interview to be made available online), while others simply indicate the need to more carefully consider whether the interview should be shared on the site. Please visit our [Evaluating Interviews page](#) for a more complete list of questions.

- In what ways does the interview document the diversity of the state? Please see our [Statement on Diversity](#) for more information.
- Does the interview align with the [Oral History Association's Principles and Best Practices](#)?
- Does the copyright agreement/release form allow for the interview to be made available online? On Voices of the Golden State? Are there any restrictions on the interview that wouldn't allow it to be shared on this website?
- How is the audio and/or video quality? Will it be challenging in any way for users to hear and/or see the content?
- Is there a transcript of the interview? If use copies will be hosted on Voices of the Golden State (rather than linking directly to content already hosted online), per the [Accessibility Guidelines](#) for the California State Library, we must provide [accessible transcripts](#) along with audio or video recordings.
- Has the interview been reviewed for the following potential issues*:
 - Does this interview contain personal information such as a physical address, healthcare information, a phone number, a social security number, or anything else that potentially poses a future privacy risk?
 - Does this interview contain confidential or sensitive information (about anyone)? Examples include discussions of personal tragedies, medical conditions, sexual abuse, or violence.
 - Does this interview contain criminal allegations against another party?
 - Does this interview contain potentially slanderous or libelous language pertaining to another living person?
 - Does this interview reveal institutional, trade, or corporate secrets?
 - Does this interview use culturally insensitive language?

**Questions developed with assistance from:*

Boyd, Doug. "Informed Accessioning: Questions to Ask After the Interview" in Oral History in the Digital Age, edited by Doug Boyd, Steve Cohen, Brad Rakerd, and Dean Rehberger. Washington, D.C.: Institute of Museum and Library Services, 2015, <http://ohda.matrix.msu.edu/2015/03/informed-accessioning-questions-to-ask-after-the-interview/>

Adding an interview

Once you are logged in to your Contributor Account, you can add an interview. To start, from the account Dashboard, select Posts from the menu bar on the left side of the page.

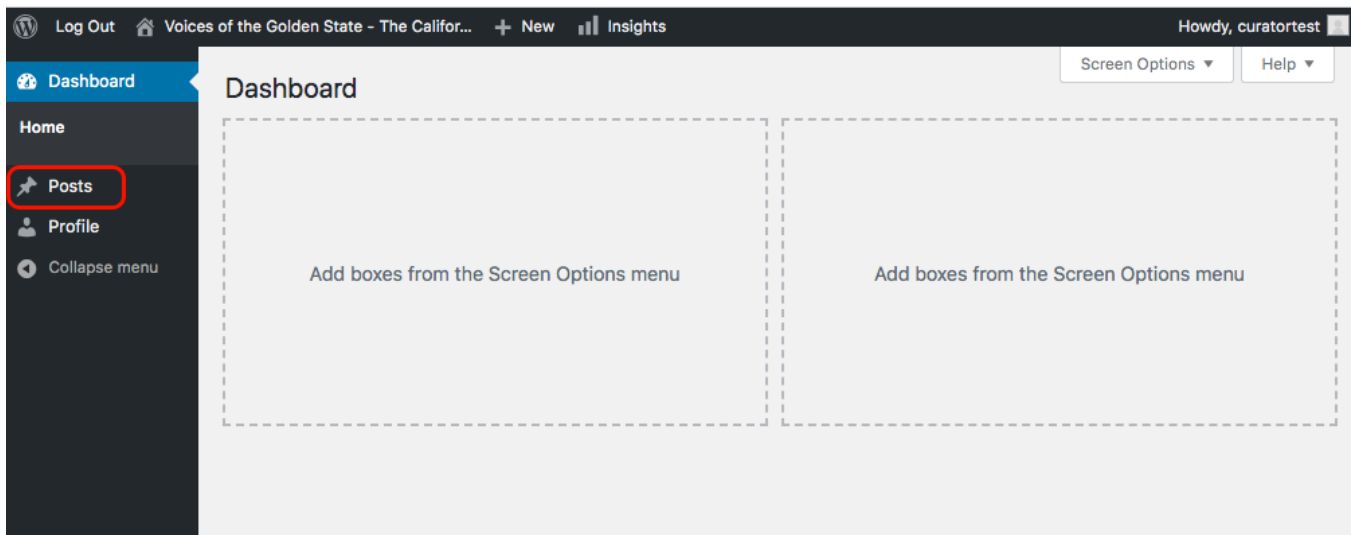


Figure 1: Graphic of Contributor Account Dashboard

On the Interview Posts page you will be able to see all the interviews you have submitted, the status of those interviews, and access the submission form. To add an interview, click the Add New button (on the top left of the page), or the Add New link (in the menu bar on the left side of the page).

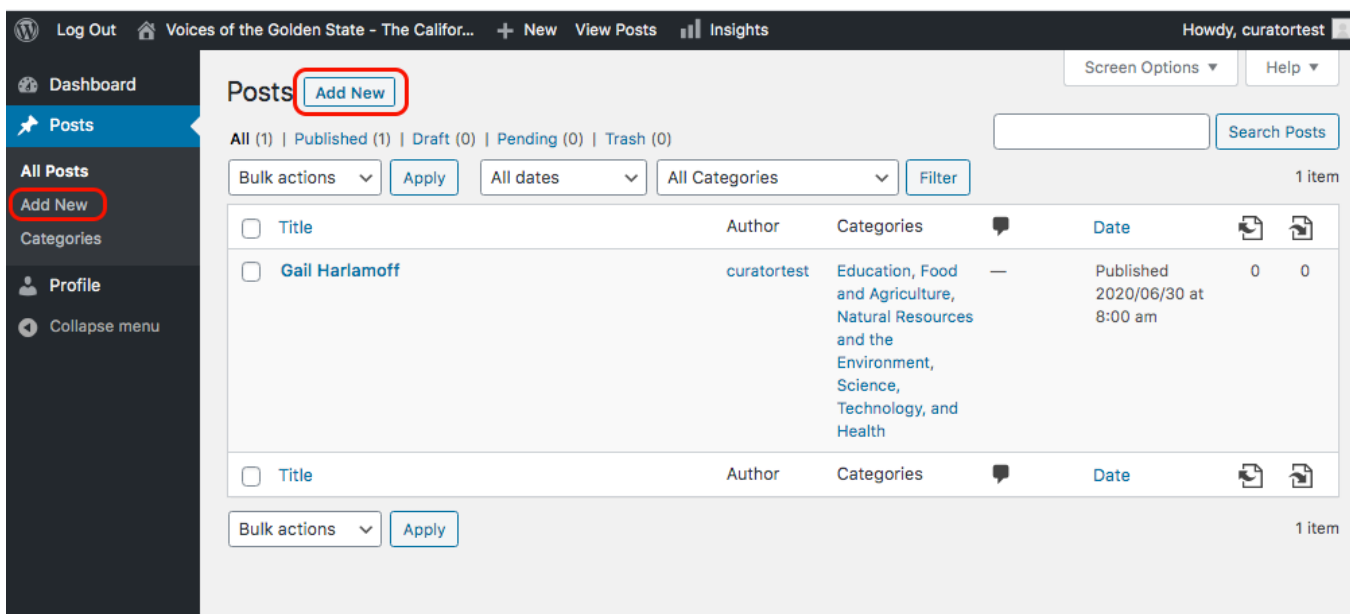


Figure 2: Graphic of Interview Posts page

Use the provided form to input required metadata and materials. Please note, at any time you can save your progress by clicking the Save Draft button in the Publish box on the upper right corner of the screen. You will also want to be sure to click Save Draft when you have uploaded all the required metadata and materials.

Title: Title should be the name of the interviewee. Please list Given/First name first and Family/Last name second. If the interviewee typically uses a middle name or initial in their name, also include it. If pertinent to the interview, titles can be added.

Text Field: Enter a description or abstract of the interview here. Please note: the first 55 words will be used as a description under the interview image on the Home page and Interviews page.

Date of Interview: Use the calendar provided to enter the date of the interview. Please note: a complete date is required. If you do not have the day, please enter the first of the month; if you do not have a day or month, select January 1 of the year.

Interviewer: Include the name of the interviewer. Please list Given/First name first and Family/Last name second. If the interviewer typically uses a middle name or initial in their name, also include it. Enter 'Unknown' if the interviewer's name is not available.

The screenshot displays a web application interface for adding new posts. The top navigation bar includes links for 'Log Out', 'Voices of the Golden State - The Califor...', '+ New', and 'Insights'. The user is logged in as 'curatortest'. The left sidebar contains a 'Dashboard' menu with options for 'Posts', 'All Posts', 'Add New', 'Categories', 'Profile', and 'Collapse menu'. The main content area is titled 'Add New Post' and features a large text input field for the title, a rich text editor with a 'Paragraph' dropdown and various formatting tools (bold, italic, list, link, etc.), and a 'Word count: 0' indicator. To the right of the main editor is a 'Publish' section with 'Save Draft' and 'Preview' buttons, a 'Status: Draft' indicator, a 'Visibility: Public' setting, and a 'Submit for Review' button. Below the 'Publish' section is a 'Categories' section with a list of categories: 'Activism and Community Organizing', 'African Americans', 'Arts, Literature, Music, and Film', 'Asian Americans', 'Buddhists', and 'Business and Industry'. A '+ Add New Category' link is also present. At the bottom of the form is a 'New Interview' section with two required fields: 'Date of Interview' and 'Interviewer'.

Figure 3: Graphic of portal for adding interviews

Adding an image

Contributors are required to include an image with the interview, added via the Featured Image field. An ideal image features the interviewee and/or something significant to the interview. Images should be vertically-oriented at 300 by 400 pixels. Additionally, the file size should not exceed 512 MB. To upload an image, click the Add image button.

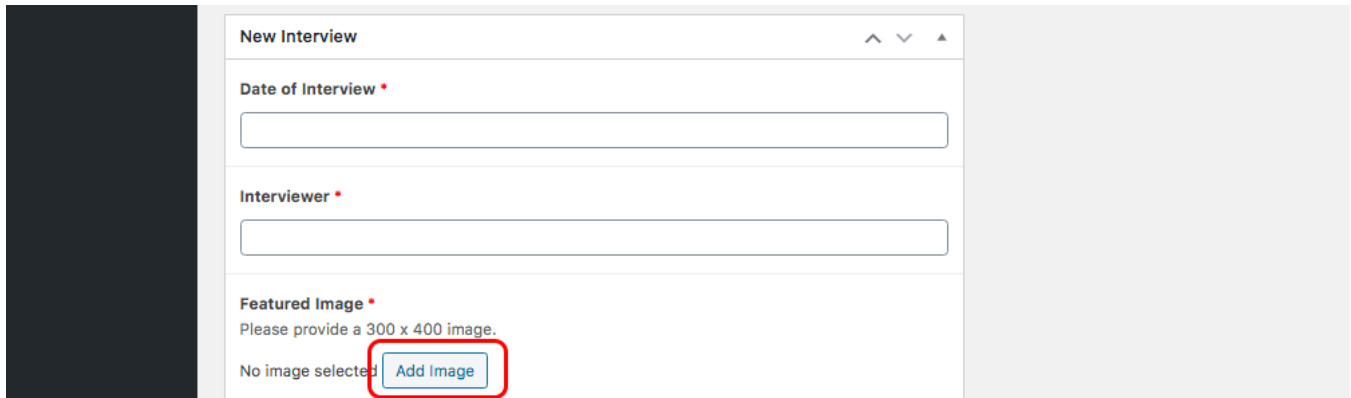
A screenshot of a web form titled "New Interview". It contains three input fields: "Date of Interview", "Interviewer", and "Featured Image". The "Featured Image" field has a red asterisk and a subtext "Please provide a 300 x 400 image." Below the field, it says "No image selected" and a blue "Add Image" button is highlighted with a red rectangle.

Figure 4: Graphic of portal for adding interviews with Add image button highlighted

The following window will appear:

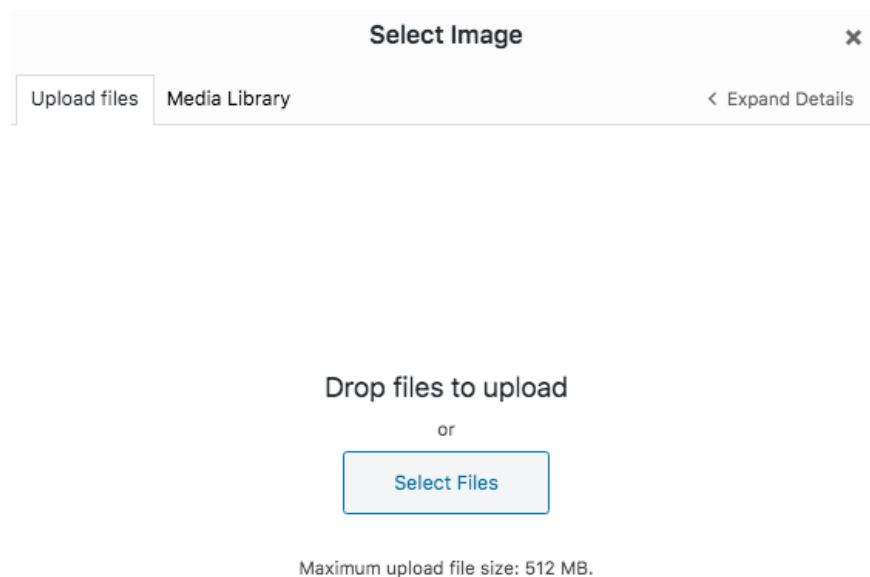
A screenshot of a "Select Image" modal window. It has a title bar with a close button (X). Below the title bar are two tabs: "Upload files" and "Media Library". To the right of the tabs is a link "< Expand Details". The main area of the window contains the text "Drop files to upload" followed by "or" and a blue "Select Files" button. At the bottom, it says "Maximum upload file size: 512 MB."

Figure 5: Graphic of window for adding new image

Select the Upload Files tab. Drag and drop files into the window, or click the Select Files button. In the Open window, locate the image file on your computer, and click the Open button on the bottom right corner of the window. The file will be added to your Media Library.

Once the image is in your Media Library, include the following information in the fields on the right of the window:

Alt Text: To aid in accessibility, provide a written description of the image

Title: Use the interviewee's name

Caption: If required, include photo credit or "Courtesy of..." information here

Once all this information is entered, click the Select button in the bottom right corner of the window. Once you've added an image, continue completing the form.

Select Image ✕

Upload files **Media Library** < Expand Details

Filter media

All images ▼

Search

Voices-sample-photo.png
October 8, 2020
731 KB
1345 by 852 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text

[Describe the purpose of the image.](#)
Leave empty if the image is purely decorative.

Title

Caption

Select

Figure 6: Graphic of Media Library window

Adding an interview, continued

Project: If the interview is part of a project, provide the name of the project.

Project URL: Optionally, if you would like to direct users to a website with more information about the project, you can provide a URL here.

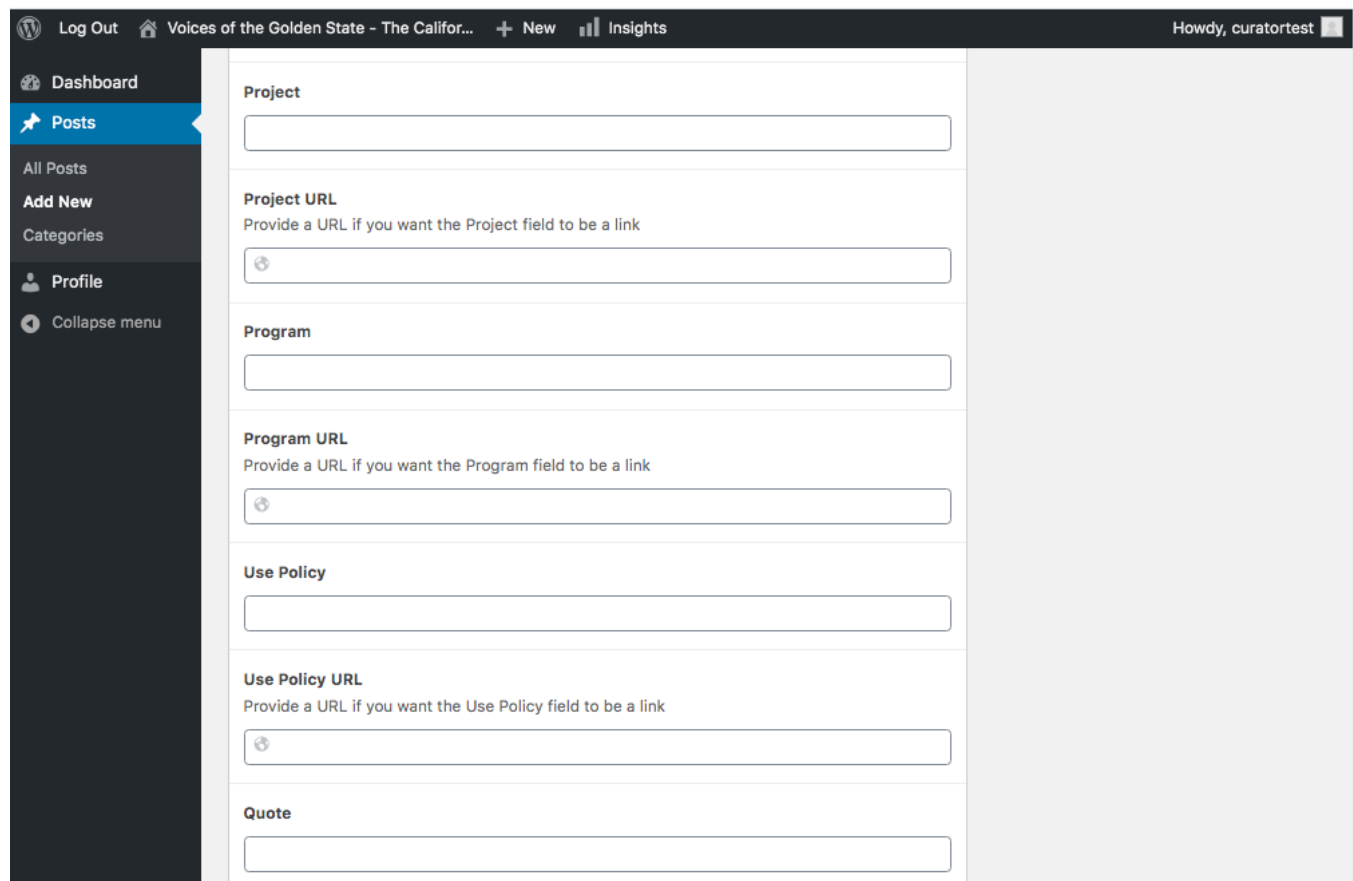
Program: Enter the name of your program, archive, library, organization, or other entity responsible for the interview.

Program URL: Optionally, if you would like to direct users to a website with more information about your program, you can provide a URL here.

Use Policy: If your program has developed a use policy, provide some or all of that language here. If your program does not have a use policy, provide contact information for staff who can receive use requests.

Use Policy URL: Optionally, if you would like to direct users to a website with the complete policy or more information about the use policy, you can provide a URL here.

Quote: Select a quote from the interview that speaks to a major theme, poignant moment, or something of note in the interview. Please keep selections to less than 150 characters.



The screenshot shows a web application interface for adding interviews. The top navigation bar includes links for 'Log Out', 'Voices of the Golden State - The Califor...', '+ New', and 'Insights'. The user is logged in as 'Howdy, curatortest'. A left sidebar contains navigation options: 'Dashboard', 'Posts' (highlighted), 'All Posts', 'Add New', 'Categories', 'Profile', and 'Collapse menu'. The main content area is a form with the following fields: 'Project' (text input), 'Project URL' (text input with a link icon and a note 'Provide a URL if you want the Project field to be a link'), 'Program' (text input), 'Program URL' (text input with a link icon and a note 'Provide a URL if you want the Program field to be a link'), 'Use Policy' (text input), 'Use Policy URL' (text input with a link icon and a note 'Provide a URL if you want the Use Policy field to be a link'), and 'Quote' (text input).

Figure 7: Graphic of portal for adding interviews

Interview URL: Provide the URL to the interview material. The link provided should take users directly to the interview material (rather than to, for example, a project page where users will have to click through to access the interview). Please note: only use this field if interviews are already hosted online and you are not submitting use copies to be hosted by Voices of the Golden State.

Transcript: If submitting use copies, upload an accessible PDF of the interview transcript using the Add File button. [Please take a moment to review information about creating accessible transcripts](#). For accessibility purposes, if you are submitting use copies of audio or video, you are required provide a transcript (though if submitting a transcript, you are not required to submit audio or video).

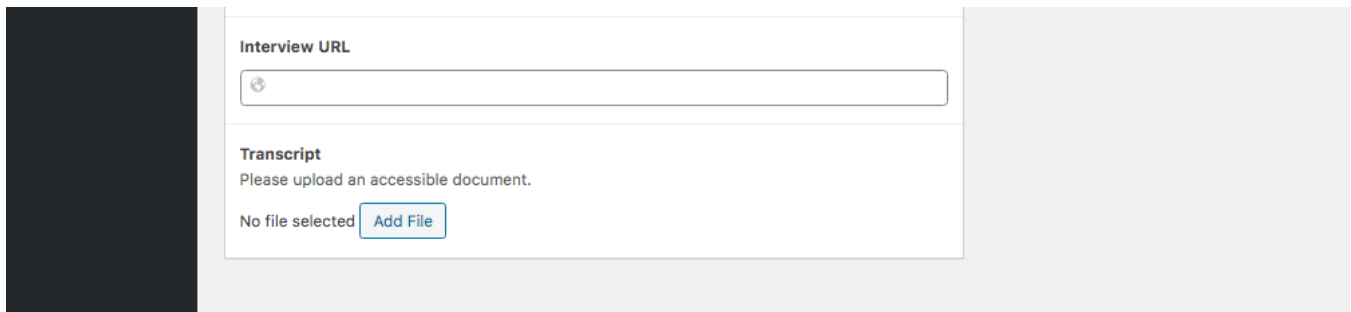
The image shows a web form for adding interview materials. It has two main sections. The first section is titled "Interview URL" and contains a text input field with a small globe icon on the left. The second section is titled "Transcript" and contains the instruction "Please upload an accessible document." Below this, it says "No file selected" followed by a blue button labeled "Add File".

Figure 8: Graphic of portal for adding interviews

Click Add File, and the following window will appear:

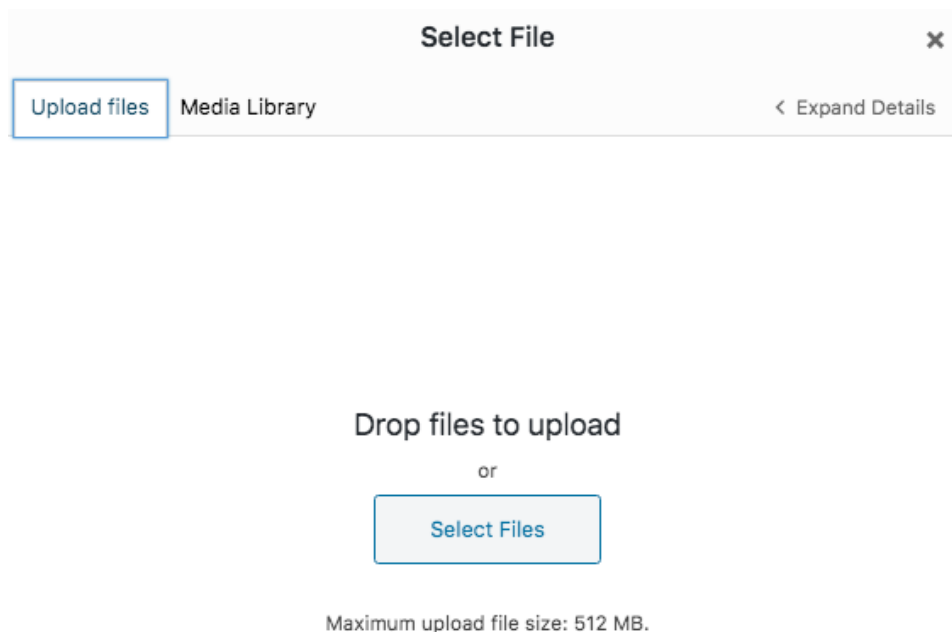
The image shows a "Select File" dialog box. At the top, it says "Select File" with a close button (X) on the right. Below this, there are two tabs: "Upload files" (which is highlighted with a blue border) and "Media Library". To the right of the tabs is a link that says "< Expand Details". The main area of the dialog is empty, with the text "Drop files to upload" centered at the top, followed by "or" and a blue button labeled "Select Files". At the bottom, it says "Maximum upload file size: 512 MB."

Figure 9: Graphic of window for adding transcripts

Select the Upload Files tab. Drag and drop files into the window, or click the Select Files button. In the Open window, locate the transcript on your computer, and click the Open button on the bottom right corner of the window. The file will be added to your Media Library.

Once the transcript is in your Media Library, click the Select button in the bottom right corner of the window. Once you have added a transcript, continue completing the form.

Select File ×

Upload files **Media Library** < Expand Details


Filter media

All media

Search

Voices-of-the-Golden-State-sample-transcript.pdf

ATTACHMENT DETAILS



Voices-of-the-Golden-State-sample-transcript.pdf

October 8, 2020

35 KB

[Delete permanently](#)

Title

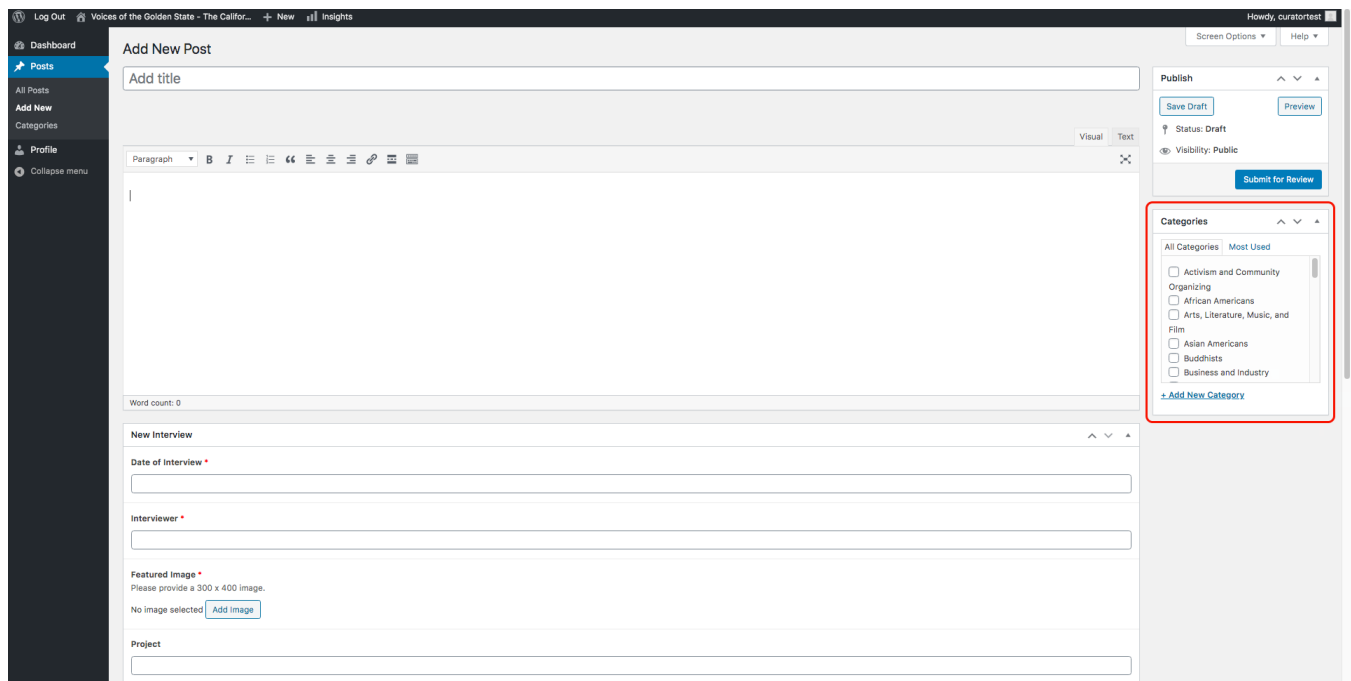
Caption

File URL:

Select

Figure 10: Graphic of Media Library window

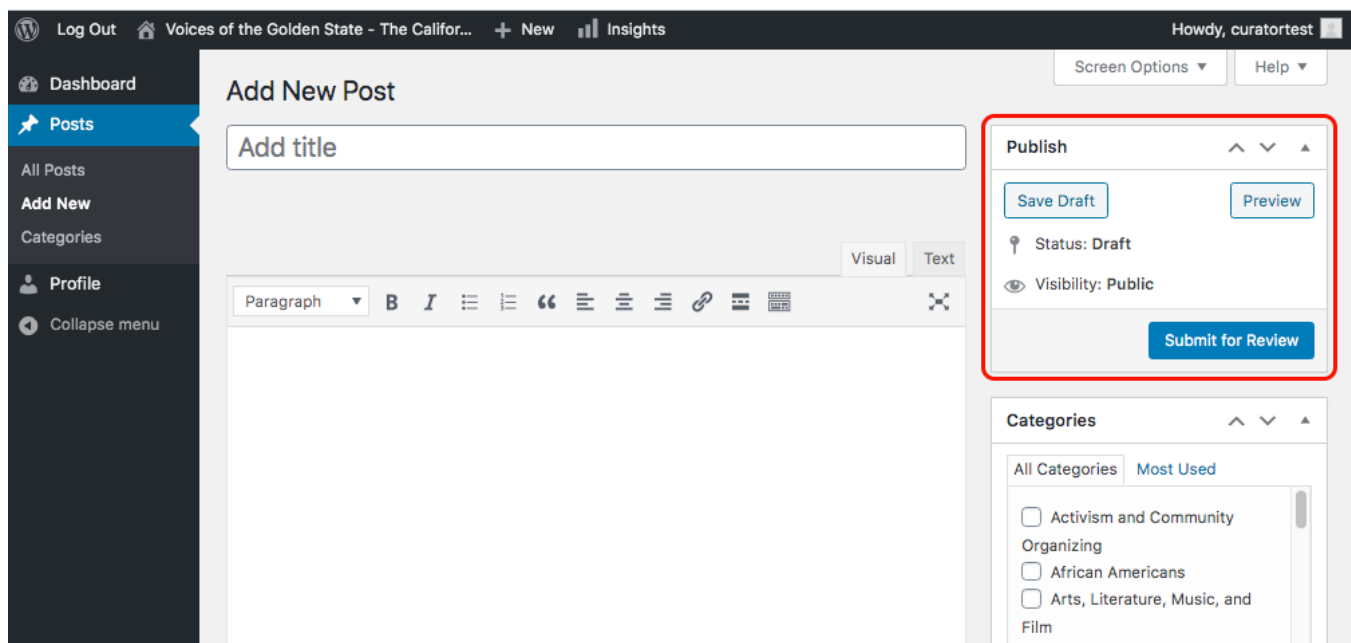
In the Categories box on the right of the screen, please select up to 6 applicable categories for the interview.



This screenshot shows the 'Add New Post' interface. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Profile, and Collapse menu. The main content area has a title field 'Add title', a rich text editor with a Paragraph dropdown and various formatting icons, and a word count of 0. Below the editor is a 'New Interview' section with fields for 'Date of Interview', 'Interviewer', 'Featured Image' (with a 300 x 400 image requirement and an 'Add Image' button), and 'Project'. On the right, there is a 'Publish' box with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and a 'Submit for Review' button. Below the publish box is a 'Categories' box, which is highlighted with a red rectangle. The 'Categories' box shows 'All Categories' and 'Most Used' tabs, with a list of categories including 'Activism and Community Organizing', 'African Americans', 'Arts, Literature, Music, and Film', 'Asian Americans', 'Buddhists', and 'Business and Industry'. An 'Add New Category' link is at the bottom of the list.

Figure 11: Graphic of portal for adding interviews with Categories box highlighted

Once all the metadata is entered and material uploaded, click the Save Draft button in the Publish box on the top right of the screen. Once you have confirmed everything looks good, click the Submit for Review button. Project staff will then review your post. Submissions will typically be reviewed within a week.



This screenshot shows the same 'Add New Post' interface as Figure 11, but with the 'Publish' box highlighted by a red rectangle. The 'Publish' box contains the 'Save Draft' and 'Preview' buttons, the 'Status: Draft' indicator, the 'Visibility: Public' setting, and the 'Submit for Review' button. The 'Categories' box is visible below it, showing the same list of categories as in Figure 11.

Figure 12: Graphic of portal for adding interviews with Publish box highlighted

Submitting use copies of audio or video

As described above, with your Contributor Account, login to the submission portal and add a new interview. After entering all the required metadata, materials, and transcript for the new interview, submit the post for approval. If a transcript is the only material you are submitting for a particular interview, please email project staff to confirm the post is complete as is.

Once approved, project staff will contact the contributor to gather the audio or video files via OneDrive by sending an email with a link to a shared OneDrive folder.

You will also be emailed an access code for the folder. If you miss the time window on the access code, you can generate another one by trying to access the folder and following the prompts for a new code. You will be required to provide a new access code monthly.

Once you have opened the folder, you can upload the audio or video files. If you have submitted multiple interviews, upload all audio or video files into the folder. You can drag and drop files, or use the Upload button in the menu bar at the top of the page. Please include the interviewee's name in the file name so project staff can easily identify the files.

After the audio or video files are uploaded, project staff will embed the audio or video files to the individual interview page. Project staff will follow up with the date the interview will be published on the site.

Just a reminder, some interviews will be published immediately after review, while others will be posted at a later date. Project staff will reach out if this is the case, or if any additional information is needed.

Thank you!

If you have any questions about these instructions or issues submitting an interview or use copies, please email caoralhistory@library.ca.gov. Thank you again for contributing oral histories to Voices of the Golden State!